



Department: Department Of The Interior

Agency: Office of the Secretary of the Interior

Job Announcement Number:
OST-CM-07-MM142260

Overview

Office Automation Assistant GS-326-4/5

Salary Range: 25,797.00 - 37,519.00 USD
per year

Open Period: Wednesday, June 06, 2007
to Wednesday, June 27, 2007

Series & Grade: GS-0326-04/05

Position Information: Full
Time Career/Career Conditional

Promotion Potential: 5

Duty Locations: 1 vacancy - Ignacio, CO

Who May Be Considered:

U.S. Citizens and Status Candidates

Job Summary:

Love your country? We, at the Department of Interior (DOI), do too! The DOI is devoted to protecting and preserving the resources of this great nation, including National Parks and Landmarks, natural resources, and the well-being of communities, including those of Native American, Alaska Natives and affiliated Islanders. We are seeking individuals who share a passion for our country's most valuable resources.

The Office of the Special Trustee for American Indians is seeking a highly motivated Office Automation Assistant! If you are an independent self-starter who is talented in the area of administration, then this may be the perfect position for you!

All applicants MUST be able to type at least 40 words per minute.

If you are selected for this position, you will provide administrative support to OST. You will prepare documents, reports, and correspondence, ensuring that formatting is correct and content is accurate. You will be the first contact for visitors to the office and you will receive calls. You will be responsible for determining the nature of their requests and prioritizing according to guidelines established by your supervisor. You will also be responsible for making reservations and other travel arrangements for the office.

If selected, you will serve the Department of the Interior; Office of the Special Trustee; Deputy Special Trustee - Field Operations; Regional Fiduciary Trust Administrator - Region 1; Beneficiary Processing Compliance – Southern Ute located in **Ignacio, Colorado**.

This is a permanent, career/career-conditional position open to all U.S. citizens. Relocation expenses will not be paid. Indian preference applies to the filling of this position, which may be in the Excepted Service if filled by an Indian under a Schedule A appointing authority.

Key Requirements:

- US Citizenship

Duties

Major Duties:

The major duties of the Office Automation Assistant include (but are not limited to):

- Performs various clerical support and typing duties on a computer using word processing software and electric typewriter to accomplish assigned tasks.
- Prepares documents, reports, and correspondence on computer using word processing software from verbal instructions, longhand, or typewritten notes, statistical and narrative reports, charts, letters, and memoranda.
- Receives calls and visitors to the office. Screens to determine nature of business and answers routine inquiries.
- Prepares and types, from oral instructions or brief notes, technical documents, reports, and travel documents. Makes reservations and other travel arrangements for office staff.
- Performs other routine clerical tasks incidental to the function of the office, such as filing, operating copier, and maintaining records, manuals, and handbooks.
- Maintains administrative confidentiality in daily work activities in accordance with the Privacy Act of 1974 and established office policies.
- Performs other duties as assigned.

If selected at the GS-04 level, you will perform the same duties listed above but under closer supervision and will receive more detailed instruction for your area of responsibility. As you become more independent in carrying out assignments, the level of supervision will gradually be reduced.

Qualifications and Evaluation

Qualifications:

GS-04

All qualified applicants for this position must possess at least one year of general office experience. General experience is defined as at least one FULL year of

clerical or office work that shows an ability to acquire the particular knowledge and skills of the position to be filled.

OR

Two full academic years (60 semester hours or 90 quarter hours) beyond high school at an accredited institution.

OR

A combination of education and experience that totals 100% of the requirement for one year of general experience. The equivalent of 30 semester hours or 45 quarter hours is equivalent to 6 months of general experience.

GS-05

All qualified applicants for this position must possess at least one year of specialized experience (equivalent to the GS-04 level). Specialized experience is defined as at least one FULL year of office automation experience with duties including preparing correspondence, maintaining a filing system, and answering telephone inquiries.

OR

Four full academic years (120 semester hours or 180 quarter hours) beyond high school at an accredited institution.

OR

A combination of education and experience that totals 100% of the requirement for one year of specialized experience. The equivalent of 30 semester hours or 45 quarter hours (*beyond the second year of attendance*) is equivalent to 6 months of specialized experience.

A QUALIFIED TYPIST IS REQUIRED FOR THIS POSITION. YOU MUST BE ABLE TO TYPE AT LEAST 40 WORDS PER MINUTE.

REQUIREMENTS

You must meet all qualification requirements outlined within this vacancy announcement by the closing date. In addition, Merit Promotion candidates must meet Time-in-Grade requirements by the closing date.

If you are using current or previous federal employment experience to qualify you must provide documentation that demonstrates you have a fully successful performance appraisal or higher on your most recent appraisal before you may be brought on board.

CONDITIONS OF EMPLOYMENT

A preliminary background check must be completed before a new employee can begin work with the U.S. Department of the Interior. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a **tentative** offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau Security

Office.

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement) prior to your appointment to this position. For additional information regarding this requirement and the form, please visit http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other.html

How You Will Be Evaluated: EVALUATIONS

A review of your application package will be made following the closing date of this vacancy announcement to determine whether you meet the minimum qualifications for this position. Qualified candidates will be assigned a score between 70 and 100 depending on their possession of the knowledge, skills, and abilities required for the vacancy. In most instances, only the three highest scoring candidates will be referred for further consideration; however, additional candidates may be referred under merit promotion procedures.

All qualified candidates who are eligible for a special appointing authority, such as VRA, 30% Disabled Veterans' Appointment, Schedule A, etc., will be referred regardless of their score.

VETERANS' PREFERENCE: Certain veterans may be eligible to receive preference for this position or to apply under a non-competitive appointing authority. To read more about veterans' preference or special appointing authorities for veterans, please click on the link at the bottom of this announcement (located below the control number).

CTAP/ICTAP PREFERENCE: If you are a displaced Federal employee who is eligible for the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP), you may apply for special selection over other candidates for this position. *Please see the Frequently Asked Questions section for more information.*

INDIAN PREFERENCE: Preference in filling this vacancy is given to minimally qualified Indian candidates in accordance with the Indian Preference Act of 1934. (Title 25, U.S.C. Section 472.) **Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference, following the instructions under How to Apply.** This position may be in the excepted service, if filled by an Indian Preference eligible. *Please see the Required Documents section and the Frequently Asked Questions under "Other" for more information.*

Benefits:

The Federal Government offers a number of exceptional benefits that are unmatched by most other organizations. As a Federal employee, you will be eligible for health benefits from your choice of a wide variety of providers, long-term care insurance, generous sick and annual leave accruals with 10 paid holidays, a family-friendly work environment, flexible spending options, and a comprehensive retirement plan unparalleled by most private-industry organizations.

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

Other Information:**FREQUENTLY ASKED QUESTIONS**

Why does the online questionnaire ask me how I would like to be considered? What does this mean?

There are a number of ways you may be appointed to a Federal position. Typically, candidates who are entering Federal service for the first time from the private sector will need to apply through the **competitive examining** process, in which you are rated and ranked against all other applicants for the vacancy. Certain veterans may be eligible for preference under this authority.

There are currently two special appointing authorities for veterans: the **30% disabled veterans' special appointment** and the **veterans' recruitment appointment (VRA)**. If you are applying under these authorities, you do not undergo the rating and ranking process and are automatically referred providing you meet the minimum qualifications for the job. **ELIGIBILITY REQUIREMENTS:** The disabled veterans' special appointment is open only for those veterans with a 30% disability or greater. A VRA appointment is available for veterans who meet any one of the following criteria: disabled veterans at any percentage, veterans who have served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized, veterans who have received an Armed Forces Services Medal, or veterans who have separated from active duty within the last three years. *VRA appointments are applicable for GS-1 to 11 positions only; if you are applying at the GS-12 level or higher you must choose an option other than VRA.*

Certain candidates may be eligible for non-competitive appointment under a **special appointing authority**, such as appointment under a Schedule A disability, Postal Service, Peace Corps, etc. These candidates are not rated or ranked and are automatically referred providing they meet the minimum qualifications for the job.

Candidates who are currently or have previously held a position in the competitive service may be eligible under **merit promotion** procedures. If you are a current Federal employee and do NOT apply under the merit promotion process, you may be required to serve a new probationary period if selected.

What is Indian Preference?

First priority for this position is given to minimally qualified **Indian preference** eligibles. The ONLY acceptable documentation is the BIA-4432. Applicants who have properly submitted the BIA-4432 and who meet the minimum qualifications for the position are referred to the hiring manager before any other applicants. To properly submit your application, be sure to answer Yes to the question that asks "Are you eligible for Indian preference?" During the rating process, it will be determined under what hiring authority you are eligible. Candidates with career federal status will be referred under merit promotion procedures. Applicants without federal status are generally eligible for Schedule A appointments to the excepted service, though may be eligible for a competitive appointment in some circumstances. Veterans preference may apply within the pool of non-status candidates, and it is recommended that you send your veteran documentation if you are eligible for preference in competitive examining.

What are the advantages of applying non-competitively?

Candidates who are eligible for a non-competitive appointment are not required to "compete" against other candidates for this vacancy. This means that, providing you meet the minimum qualifications for this position, you will be referred for further consideration regardless of your overall rating. Although they are not required to hire you for the position, the chances of having your resume seen by the hiring official are increased.

What documentation should I submit if I am applying under merit promotion procedures?

If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit an **SF-50** "Notification of Personnel Action" that reflects career or career-conditional tenure **AND** your **most recent Performance Appraisal**. Be sure that your SF-50 displays your tenure code (box 24), position occupied code (box 34), and your current pay plan and grade (boxes 16 and 18). If you are currently serving in (or have ever held in the past) a position with a **full performance level** of GS-5 or higher, you will need to submit an SF-50 verifying that full performance level.

What information should I submit to apply for a VRA or 30% disabled veterans' appointment or for veterans' preference?

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference or are applying for a VRA appointment, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference or a 30% disabled veteran appointment, you must attach an SF-15 ("Application for 10-Point Veterans' Preference") plus the proof required by that form. Veterans' preference will NOT be awarded if proper documentation is missing.

Additional information on veterans' preference can be found here:

<http://www.opm.gov/veterans/html/vetguide.asp>

What information must I submit to verify my eligibility for appointment under Indian preference?

Form BIA-4432 is the only acceptable documentation. This form must be submitted separately from your application package by faxing it directly to 703-787-1465. Because of the sensitive nature of the document, it is necessary for us to separate it from your application material.

What information must I submit to verify my eligibility for appointment under a Special Appointing Authority?

You must submit any documentation that has been provided to you as proof of your eligibility. For questions about which documentation is required for a specific authority, please contact the human resources office at the number listed on this announcement.

How can I apply for priority consideration under CTAP/ICTAP regulations?

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be **rated at 90** or above on the rating criteria for this position. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

For more information about Career Transition Services, please visit OPM's website at: http://www.opm.gov/rif/employee_guides/career_transition.asp

How to Apply

How To Apply:

Please read all of the instructions below before completing the occupational questionnaire.

This office uses Application Manager to collect information and documents during the application process. Use of Application Manager is required unless reasonable accommodation is requested via the contact phone number below. If this is your first time using Application Manager, please create a user account and save your password. You will be able to re-access Application Manager over the course of this vacancy to verify receipt of documents, print the answers to

your questionnaire, and to check the status of your application. These steps take you through the process:

1. Prepare a resume and save it as a file on your computer (Step 1b below) OR you may use a resume saved in the *USAJobs Resume Builder* (Step 1a below).

1a) If your resume is going to come **from** the USAJOBS Resume Builder, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your resume will be attached only to the Occupational Questionnaire you complete and Submit **from this session**, not to any Questionnaires you may already have saved or submitted. **IMPORTANT:** Simply saving a resume in your USAJOBS account does NOT link it to this job application – you must follow these instructions for it to be received. An agency HR representative will not have access to your USAJOBS account to view your resume unless it is linked.

1b) If you already have a resume saved as a file on your computer, then you may proceed directly to the Occupational Questionnaire at this link:

Link to the Occupational Questionnaire: [Online Questionnaire](#)

If you used the Resume Builder in Step 1a, it is not necessary to return to this link. You will be led directly to the Online Questionnaire in the Application Manager after completing your work in the Resume Builder.

Note for ALL resumes: If you do not include employment dates accompanied by the duties you performed while serving in each specific position you may not receive credit for this experience; if you have previous federal employment experience and you do not also include the grades you held while serving in each specific experience you may not receive credit for this experience. Failure to comply may prevent you from qualifying for this position.

Please ensure that your resume also contains the basic information outlined under the Applying for a Federal Job link:

<http://www.opm.gov/forms/pdfimage/of0510.pdf>

2. After you have completed the Occupational Questionnaire, you must click both Finish and Submit. Your Occupational Questionnaire is *not* processed – and your resume is *not* attached – until you click the *Submit* button, even if USAJOBS says it sent your resume.

You will receive an email notification when your questionnaire is submitted properly.

If you *Submit* more than one Qualifications Questionnaire for this position, the most recent Questionnaire *Submitted* will be the one that is used. Therefore, it is important for you to complete it in its entirety.

3. You will be prompted to upload your resume and any other supporting documents you have saved on your computer (such as SF-

50's, transcripts, veterans' preference documents, Schedule A documents, etc.). If you do not have your supporting documents available electronically, you may fax them separately by following the directions below; however, you are encouraged to submit your documents by uploading them, as this is the fastest way for us to receive your information. Please follow the means of submission listed; documents received by email to the help desk contact address listed will NOT be attached to your application.

4. Be sure to submit all other required documents (see the "Required Documents" section below).

TO SAVE AND RETURN LATER TO A QUESTIONNAIRE OR UPLOAD ADDITIONAL DOCUMENTS AFTER APPLYING:

- If you want to save an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each of the application pages and click the "Logout" button.
 - If you have saved an incomplete Occupational Questionnaire you may finish it by returning and logging in to Application Manager:
<https://applicationmanager.org/>.
 - To upload additional documents after you have already applied you would also return and log in to Application Manager at:
<https://applicationmanager.org/>. This option is accessible only until the close date of the announcement.
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HOW TO PROPERLY FAX YOUR DOCUMENTS:

1. Complete the following fax cover page (the Vacancy Identification Number is MM142260): <http://staffing.opm.gov/pdf/usascovers.pdf>
(if you do not use this cover page, your documents will not be received)
 2. Fax your completed cover page and documents to **478-757-3144**
 3. ***Exception for Indian Preference ONLY:** As stated in the Required Documents section, your form BIA-4432 MUST be faxed to (703) 787-1465 because of its sensitive nature. Do NOT upload or fax this document with the rest of your application package.
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TO VERIFY RECEIPT OF YOUR FAXED AND/OR UPLOADED DOCUMENTS:

1. To verify receipt of your documents, please return and log in to Application Manager at: <https://applicationmanager.org/>.
2. Select Vacancy Identification Number MM142260
3. You will see a list of all uploaded and faxed documents that we have received from you for this position. Though your uploaded documents appear immediately, **please allow at least two business days for your faxed documents to appear.** If they have not appeared after two

business days, you may need to resubmit them.

Required Documents:

In addition to your resume and questionnaire, the following documents are required for this position:

1. **SF-50(s) and recent performance appraisal (for current or former Government employees)**
2. **Veterans' preference documentation (if applicable)**
3. **Special Appointing Authority documentation, including for 30% Disabled Veterans' and VRA appointments (if applicable)**
4. **Transcripts (ONLY if there is a basic education requirement or you are substituting education for experience to qualify)**
5. **Indian Preference documentation (if applicable – Form BIA-4432)**

Indian Preference eligibles: If you are an Indian claiming preference eligibility, please submit your completed BIA-4432 by the closing date of this announcement. Due the sensitive nature of this data, it must be faxed separately from your other application materials. **YOU MUST FAX THIS DOCUMENT ONLY TO: (703) 787-1465** and include the announcement number on the fax cover sheet. If your BIA-4432 does not arrive at this number, you will not receive preference.

For more information about which documents you should submit for Merit Promotion, Veterans' Preference, or Special Appointing Authorities, visit the "Frequently Asked Questions" section under the "Benefits and Other Information" tab.

NOTE: If you do not have Internet access, or require assistance with the application process, you must speak to the point of contact listed on this announcement **PRIOR TO THE CLOSING DATE** for assistance. If you are disabled and need a reasonable accommodation for any part of the application and hiring process, please notify the contact person. This decision will be made on a case-by-case basis.

ALL DOCUMENTS MUST BE RECEIVED BY MIDNIGHT ET ON THE CLOSING DATE OF THIS ANNOUNCEMENT (Wednesday, June 27, 2007).

If you need further assistance, **after reading entirely through the How to Apply section**, please contact us prior to the close date of this announcement.

For questions on using the USAJobs website, please use the FAQs and Help buttons at the top of this screen. Most common questions can be answered within this site. **Do not send supporting documents to this address or the contact address below for this vacancy; the help desk specialist will not have access to your Application Manager account.**

Contact Information:

Human Resources
Phone: (703)787-1446
Email: Human.Resources@mms.gov

Or write:
Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000

What To Expect Next:

All applicants for this position will be notified of their status either by letter or e-mail. Please be patient, however, as this process typically takes two to four weeks from the closing date of the announcement. You will receive notification as decisions are made, but you will have access to basic information on the status of your application by returning and logging in to <https://applicationmanager.org/>.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail

Send Mail to:
Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000

 **Questions?**

For questions about this job:

Human Resources

Phone: (703)787-1446

Email: Human.Resources@mms.gov

USAJOBS Control Number: 925317

